

C O L U M B I A
T H E O L O G I C A L
S E M I N A R Y

ADMINISTRATIVE
COVENANT
for Supervised Ministry

Student: _____

Congregation: _____

City/State: _____

Supervising Pastor: _____

The above parties enter into an educational partnership with Columbia Theological Seminary to establish a congregation-based pastoral internship, and agree to the following terms for this internship:

1. **Dates.** The period of ministry for this internship will be as follows:

Starting date: _____

Concluding date: _____

2. **Authority.** The student will recognize the authority of the duly established governing body of the congregation (session, deacon board, etc.) and will submit to that ecclesial authority during this internship.

3. **Responsibilities of the Congregation.** The congregation shall be responsible to:

- Provide a group of lay persons who will serve as a ‘Supervised Ministry Team’ which will engage the student in theological reflections about the life and ministry of the congregation, and provide feedback to the student about his/her ministerial practices.
- Involve the student in a *broad* range of meaningful pastoral responsibilities with the congregation during the ministry period. (No more than half of the student’s time will be devoted to any one area of responsibility.)

4. **Responsibilities of the Supervising Pastor.** The supervising pastor shall be responsible to:

- Appoint and train a ‘Supervised Ministry Committee.’
- Supervise the ministry of the student, meeting routinely (minimum of one hour for every 40 hours of ministry) for pastoral and theological reflection, and will provide administrative oversight of the work of the student.
- Work with the student within the first two weeks of the internship to establish a learning covenant.
- Prepare a final evaluation of the student’s work, review it with the student during the last week of the internship, and submit it to the seminary’s Office of Supervised Ministry within two weeks following the conclusion of the internship.

5. **Responsibilities of the Student.** The student shall be responsible to:

- If applicable, communicate in advance with the candidacy oversight agency of his or her denomination about this internship.
- Work with supervisor during the first week of the internship to establish a learning covenant.
- Fulfill pastoral responsibilities of the internship established in the learning covenant as a minimal expectation for service with the congregation.

- Prepare for and participate in regularly scheduled conferences with the supervisor and Supervised Ministry Committee.
- Prepare and submit to the Office of Supervised Ministry the written reflection materials outlined in the course syllabus.

6. Responsibilities of the Seminary. The seminary shall be responsible to:

- Provide orientation sessions and materials that clarify basic expectations for the internship.
- Be available for consultation in support of the internship.
- Award academic credit to the student for a satisfactorily completed internship, as outlined in the course syllabus.

7. Moral Conduct. The supervising pastor and student both shall commit themselves to follow the “Code of Ethics for Supervised Ministry” developed by the Seminary.

8. Early Termination of the Internship. In the event that one or more parties to this covenant desire to terminate this internship before the concluding date stated above, the student, the supervisor, and the seminary’s Professor of Supervised Ministry together shall review the reasons for early termination. Every effort should be made to reach a satisfactory, mutually acceptable agreement. In the event agreement is not possible, the Professor of Supervised Ministry, in consultation with the supervisor and student, may terminate the internship. If the reasons for this termination are beyond the student’s control, the Professor of Supervised Ministry, in consultation with the Dean, will determine what, if any, academic credit may be awarded. If early termination is merited due to the intern’s violation of this Administrative Covenant, then the internship will be terminated with no credit awarded.

9. Tuition and Academic Credit. The student will pay tuition to the seminary for academic credit as stipulated in the current seminary catalogue. Upon satisfactory completion of the internship, the student will be awarded two units of academic credit.

10. Compensation. The *congregation*, in support of this internship, agrees to provide to the student the following compensation:

Cash Stipend:	\$ _____	
Housing Allowance:	_____	or housing provided (circle if applicable)
FICA Tax	_____	
Other: (_____)	_____	

Compensation for this internship from *other sources beyond the congregation* is as follows:

<i>Source:</i>	<i>Purpose</i>	<i>Amount</i>
_____	_____	\$ _____
_____	_____	\$ _____

I certify that I have read and agree to the above terms for this internship.

_____	_____
Supervising Pastor	Date
_____	_____
Student	Date
_____	_____
Professor of Supervised Ministry	Date

Signed copies of Administrative Covenant distributed Supervising Pastor, Student, and Seminary’s Office of Supervised Ministry.